

Application for Appeal to the **ZONING BOARD OF APPEALS**

II Centennial Plaza
805 Central Avenue, Suite 500
Cincinnati, Ohio 45202
Monday- Friday 7:30 am- 4 pm
513-352-1559

Section 1. SUBJECT PROPERTY

ADDRESS _____
BASE ZONING CLASSIFICATION _____
ZONING OVERLAY _____

Section 2. APPELLANT

NAME _____ CONTACT PERSON (if legal entity) _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
TELEPHONE _____ RELATIONSHIP TO OWNER (if not owner) _____
EMAIL _____

Section 3. OWNER

NAME _____ CONTACT PERSON (if legal entity) _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
TELEPHONE _____ RELATIONSHIP TO OWNER (if not owner) _____
EMAIL _____

AUTHORITY OF APPEAL - Indicate the appropriate section of 1449-03 that qualifies you to make an appeal _____

NATURE OF APPEAL - I am appealing a decision/order of the (indicate case #): _____

Director of City Planning and Buildings (1449-13) _____

Zoning Hearing Examiner (1449-15) _____

Historic Conservation Board (1449-15) _____

JUSTIFICATION FOR APPEAL - Attach a separate sheet explaining in detail the basis of your appeal.

SUBMISSION REQUIREMENTS

1. The applicant is required by Section 1449-15(b) of the Zoning Code to file within 21 days of filing notice of appeal; a complete record of the proceeding along with a transcript of all testimony.

FEES: Residential -- 1, 2, & 3, Family -- \$625 Multi-Family/Commercial -- \$750

2. Nine copies of the complete case file, including this application and a transcript of any public hearing if applicable.
No submittal will be accepted unless these materials are spiral bound or in a notebook, indexed and all pages numbered.

Signature _____ Date _____

ZBA Application -- Check list:

Phase I

1. Application must be made within 30 days of the mailing date of the decision / order being appealed.
2. Complete an Application form.
3. A justification letter needs to be included. (A separate sheet explaining in detail the basis of the appeal.)
4. Include a copy of the Decision letter or orders being appealed.
5. Include the receipt of payment.

Phase II

6. Nine copies of the complete case file are required. Copies must be spiral bound or in a notebook, indexed and all pages numbered - required at the time of application or within 21 days of application.
(See numbers 1 and 2 at the bottom of the front page.)

ZBA Case File (The nine bound copies) Includes:

- 1. Phase I** - information required for appeal.
 - 2. When appealing a Zoning Hearing Decision, HCB Decision, Director's Decision** - Include the complete record file (decision letter, hearing case file and acquire and provide the transcription of the hearing, receipt of payment, sign-in-sheets, etc.)
 - 3. When appealing written orders / violation(s)** — Include all records and any documents relevant to this appeal.
7. When the complete **ZBA Case File** is submitted, a hearing date is scheduled. The hearing date will be confirmed when a quorum of Board Members is established.
 8. A notice of the hearing date will be sent by registered mail at least 10 days prior to the hearing.